



## Job Description Business Evaluation Officer Level 3

<b>Position Number:</b>	20003103 and 20003104	<b>FTE:</b>	1.0
<b>Division</b>	Organisational Services	<b>Agreement/Award:</b>	Government Officers' Salaries, Allowances and Conditions Award 1989, Public Sector CSA Agreement 2024 or as replaced
<b>Branch:</b>	Planning and Reporting		
<b>Location:</b>	Murdoch		
<p><b>Reporting Relationships</b>  <i>Reports to:</i>            Business Evaluation and Certification Coordinator, Level 4</p> <p><i>Other officers reporting to the above office:</i>            Business Evaluation Officer, Level 3 x 1            Certification Officer, Level 3 x 2</p> <p><i>This Office – officers under direct responsibility</i>            Nil</p>			
<p><b>Key Role Statement</b>            The position is responsible for the planning, coordination and implementation of data collection projects in support of college planning and delivery priorities, with a key focus in the implementation of national and state Vocational Education and Training (VET) quality surveys.            This position is also responsible for maintaining and monitoring the college's data control systems.</p>			
<p><b>Key Responsibilities</b></p> <p><b>Evaluation</b></p> <ul style="list-style-type: none"> <li>• Coordinate, collect and collate data on college, state and national VET quality surveys and projects.</li> <li>• Contribute to the development of survey tools as required.</li> <li>• Maintain data collection tools and devices.</li> <li>• Assist in the analysis of quantitative and qualitative data.</li> <li>• Assist with the preparation of information, reports and presentations.</li> </ul> <p><b>Data Management and Control</b></p> <ul style="list-style-type: none"> <li>• Administer, evaluate and manage College's data control systems such as, and not limiting to, Quality Management System, Customer Comments System and Survey Planner.</li> <li>• Coordinate the system control process for the College's systems in accordance with working guide and procedures.</li> </ul> <p><b>Academic Records</b></p> <ul style="list-style-type: none"> <li>• Assist with the issuance of Australian Qualification Framework documentation in accordance with national and state regulatory requirements and College policy and procedures when required.</li> <li>• Maintains an understanding of curriculum management processes and structures relating to skill sets, training packages and accredited courses when required.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Liaises with DTWD or third-party vendors on testing and implementation of new system updates.</li> <li>• Acts with the highest standard of honesty and integrity demonstrating behaviour and decision-making in line with the Public Sector Code of Ethics, SM TAFE Values, and the Staff Code of Conduct.</li> <li>• Takes all reasonable care for the safety, health and wellbeing of self and others by adhering to all applicable work health and safety legislation, policies, and procedures.</li> <li>• Undertakes other duties as required.</li> </ul>			

**Leadership Context**

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted the Public Sector Commission's - [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Personal Leadership](#).

**Selection Criteria**

**Essential**

- Demonstrated effective verbal and written communication skills and organisational skills with the ability to meet targets and competing timelines.
- Demonstrated analytical and problem-solving skills.
- Well-developed skills in relevant computer applications, including electronic document management systems, spreadsheets, data reporting and presentation software.
- Experience in accurate document control and procedure maintenance processes with excellent attention to detail.
- Demonstrated ability to work effectively in a team environment.

**Desirable**


- Understanding of applications such as Power Platform including Power BI, Power Automate, Power Apps.
- Possession of a driver's license.

**Other Requirements**

- A Department of Education Nationally Coordinated Criminal History Check
- A Working with Children clearance is required for this position.
- Travelling between campuses is required during survey data collection periods.

**CERTIFICATION**

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Director People and Culture	
Name:		Name:	Bryce Doig
Signature:		Signature:	
Date:		Date:	31/03/2026
Reviewed:			